

DD/P INTERNAL USE ONLY

GUIDE TO CONDUCTING THE DD/P
ADMINISTRATIVE REPORTS MANAGEMENT SURVEY

1. ADMINISTRATION AND SCOPE

- a. All components of the DD/P complex shall participate in the program on a decentralized basis. That is, each Staff or Division is responsible for establishing measures to control and improve reporting within its area. Technical assistance and overall direction will be provided by the SSA.
- b. With the exception of those reports and documents listed in Attachment A, this survey shall include all recurring intra-Staff or intra-Division administrative or management reports, and those reports which a Staff or Division either requires from, or prepares for:
 - (1) Other headquarters components.
 - (2) Any continental or overseas field establishment.
 - (3) Any organization, Federal or private, outside the Agency.

2. DEFINITIONS

- a. Report - An account or statement of information in written narrative, tabular, punch card, or graphic form, transmitted from one organizational element to another in response to an expressed or assumed need for information.
- b. Administrative or Management Report - A report that provides for administrative or management control over an activity or operation, as distinguished from an operational or intelligence report.
- c. Recurring Report - Either a periodic report which conveys essentially the same type of information at prescribed intervals (daily, weekly, monthly, etc.) or a situation report which is prepared on each occurrence of an event of certain prescribed characteristics.
- d. Required Report (Incoming Report) - A report which a component requires from one or more other elements. The report is an incoming report to the office which requires it.

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- e. Prepared Report (Outgoing Report) - A report which a component prepares at the request of another element. The report is an outgoing report from the office which prepares it.

3. RESPONSIBILITIES

- a. The SSA is responsible for:

- (1) Directing the overall DD/P Reports Control Program.
- (2) Reviewing recommendations of Staff and Division Chiefs and, based on decisions of the DD/P Administrative Reports Review Panel, submitting these recommendations to the attention of appropriate officials.
- (3) Serving as Chairman of the DD/P Administrative Reports Review Panel.

- b. Each Division or Staff Chief is responsible for:

- (1) Ensuring that the survey is conducted within all components under his authority.
- (2) Designating an official to serve as Administrative Reports Management Officer for his Division or Staff. The name of this official will be furnished the SSA.
- (3) Reviewing and acting upon recommendations submitted by his Administrative Reports Management Officer.

- c. Each Administrative Reports Management Officer is responsible for:

- (1) Providing guidance and interpretations during the survey.
- (2) Serving as collection agent for survey material.
- (3) Reviewing findings and recommendations resulting from the survey, and conducting such additional studies as deemed necessary.
- (4) Submitting recommendations to his Staff or Division Chief for improving reporting practices.
- (5) Serving as a voting member of the DD/P Administrative Reports Review Panel.

DD/P INTERNAL USE ONLY

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4. PROCEDURE

a. The Inventory - The following action shall be taken on each existing requirement for either a required or prepared report:

- (1) Complete an original and one copy of Form No. 521, Report Survey (Attachment B).
- (2) To the original of each survey form attach one copy of each directive having a bearing on the report, a specimen copy of the report, and any other descriptive material. It will not be necessary to furnish copies of directives issued as Agency or DD/P regulatory material.

b. The Appraisal

- (1) Personnel shall appraise each reporting requirement simultaneously with taking the inventory. The need for required reports will be fully justified. Prepared reports shall be examined with a view to improving offices ways to reduce and simplify report content and frequency.
- (2) Those intra division or staff administrative reports which are reviewed and approved shall be identified with a reports control symbol. This symbol is composed of the organizational symbol of the organization which requires the report, the abbreviation "rep" for "report" and the numerical designation of the reporting requirement. Administrative reporting requirements approved by the division and staff chiefs and station and base chiefs shall bear the respective component designation e.g., HOD/RIS - Rep. 1. Numerical designations are assigned in consecutive order as the requirements are approved by the appropriate administrative authority. Feeder reports are included in those reports to be reviewed during this study. In the event the report is a feeder report for a basic prepared report the reports control symbol will be that of the basic report with an additional lettered designation.
- (3) Form No. 521, Report Survey, contains questions which establish criteria for appraising reports. Additional and more detailed guidance may be found in the pamphlet

DD/P INTERNAL USE ONLY

GUIDE TO CONDUCTING THE DD/P
ADMINISTRATIVE REPORTS MANAGEMENT SURVEY

"Analyzing Requirements for Administrative or Management Reports" which may be obtained from the SS/A-DD/S.

- c. Submission of Survey Material - Completed Report Survey forms together with supporting material and recommendations shall be forwarded through administrative channels according to the following schedule:
- (1) Survey material and recommendations on all the reports inventoried in a component shall be submitted to the respective Reports Management Officer by _____.
 - (2) Survey material and recommendations on those reports that are either required from or prepared for components outside an Office or Staff shall be forwarded to the SS/A, ATTENTION: by _____.
- d. Review of Survey Material
- (1) All material collected during the survey shall be reviewed by Staff or Division Administrative Reports Management Officers to determine whether recommendations can be immediately applied or whether further study is necessary. Recommendations on intra-Staff or intra-Division reports shall be acted upon by the Staff or Division Chief with a post review of the authorization for continuation performed by SS/A-DD/S.
 - (2) Recommendations on all other reports shall be submitted to the SS/A-DD/S for review and appropriate action by the DD/P Reports Review Panel.
 - (3) Questions concerning DD/S reports may be directed to the SS/A for external liaison coordination.
- e. Approval of a New or Revised Reporting Requirement
Effective immediately, any proposal originated by a DD/P component to establish a new administrative reporting requirement, or to revise an existing one shall be submitted through the respective Administrative Reports Management Officer to the Division or Staff Chief for approval. Form No. 142, Request for Approval of a New or Revised Reporting Requirement (Attachment C) shall be used. A copy of each request approved for a reporting requirement imposed upon a component outside a Division or Staff shall be sent to the SS/A-DD/S.

ED/P INTERNAL USE ONLY

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Attachments:

- A. Types of Administrative or Management Reports and Documents Exempted From the Survey
- B. Form No. 521, Report Survey
- C. Form No. 142, Request for Approval of a New or Revised Reporting Requirement
- D. Pamphlet---"An Introduction to Reports Management"

- 5 -

ED/P INTERNAL USE ONLY